

Please submit SJD through the OD Executive Officer to the Office of Research Facilities Development & Operations (ORFDO) Deliver to 31/3B44 for processing by ORFDO/DFP.

SPACE JUSTIFICATION DOCUMENT

Institute/Center:

Submitting Official (Title) Executive Officer, OD

Submitting Official (Name/Signature) _____

IC Contact (Name/Phone): _____

Date Request Submitted to ADRS: _____

Date Space is needed: _____

I. Project Description and Scope

A. Kind and Amount of Space Requested

Temporary _____ Permanent

KIND OF SPACE	APPROX SQ. FT.	COMMENTS
Program/Admin.	.	

B. Program Type:

Existing Program	_____
Expansion	_____
Space Trade to Allow Relocation	_____

Briefly describe existing space conditions & related programmatic problems

C. Description of Program Activity

(Include name of and type of functions performed by office/lab/branch)

D. Are there any location requirements i.e.: specific building, on or off campus? If so, justify required location; provide detailed descriptions of limitations.

II. Programmatic Justification for Space Request; justify why additional space is required.

A. Explain why space is needed by the requested time-frame and impact if space is not available by the requested time frame.

B. If request is for temporary space during renovation, provide location of permanent space work request number, the estimated start date, duration and completion date of renovation.

N/A

III. Explain why current IC space cannot be used to accommodate proposed program:

IV. Staffing

Provide staffing numbers and positions, broken down by organization or function, as appropriate. Indicate temporary, part-time and other positions accordingly. For contract staff, indicate why space can not be provided as part of the terms of the contract.

(See attached staff spreadsheet)

Identify key individuals and attach research summaries, as appropriate.

N/A

V. Budget Impact Statement:

Cite the funding source and CAN (s) for all costs required for occupancy.

(See attached cost estimate spreadsheet.)